



SUBJECT: **JOB OPPORTUNITY: ADMINISTRATIVE CLERK – CHAUFFEUR**

OPEN TO: **All Interested Candidates**

POSITION: **ADMINISTRATIVE CLERK – CHAUFFEUR, FP-05***

OPENING DATE: July 17, 2015 **CLOSING DATE:** July 31, 2015

WORK HOURS: Full time, 40 hours/week

SALARY: Ordinarily Resident: Starting annual salary for Full-time performance 354,152 Kč (Position Grade: FSN-5)

NOTE: All applicants who are not Family Members of USG employees officially assigned to post and under Chief of Mission Authority must have the required work and residency permits to be eligible for consideration.

The U.S. Embassy in Prague, Czech Republic is seeking an individual for a full-time position of Administrative Clerk – Chauffeur in the Defense Attaché Office.

BASIC FUNCTION OF POSITION

Provides chauffeur duties and vehicle fleet maintenance, translation and administrative support to Defense Attaché Office.

Ensures maintenance of vehicle fleet. Researches and procures the most cost-effective quality repairs. Coordinates and schedules regular maintenance service. Maintains all service records for the fleet.

Ensures daily that vehicles are clean inside and out, serviced and safe to be driven.

Daily reviews Czech Press (internet, newspaper, Ministry of Defense Website etc.) for stories of relevance to Defense Attaché Office (DAO). Translates select articles by direction of Attaches.

Responsible for reviewing Aircraft and Personnel Automated Clearance System.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact email HROPrague@state.gov.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.



1. Education: Completion of secondary school is required.
2. Prior Work Experience: Two years administrative experience in an office environment is required. Two years of experience as a chauffeur or two years of experience as a driver in commerce, public transportation, or similar backgrounds.
3. Language Proficiency: Level 3/3 (Good working knowledge) speaking/reading/writing in English is required. Level 4/4 (Fluent) speaking/reading/writing in Czech is required. **Language proficiency will be tested.**
4. Skills and Abilities: Incumbent must have a valid Class B driver's license for operating passenger vehicles. Ability to operate and maintain three assigned DAO vehicles, provide safety checks, and perform minor maintenance. Must be able to type documents from Czech to English and vice versa. Ability to use internet, basic computer skills and Microsoft Office. Must demonstrate knowledge of local traffic regulations. Must pass an Embassy administered certification of medical fitness to drive.

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (AEFM) U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested candidates for this position should submit the following or the applications will not be considered:



1. A current resume or curriculum vitae (CV) that provides the same information as on DS-174 (education and employment history, citizenship, veteran's status, and a notation if you have ever worked for the U.S. Government before); or
2. Application for Employment as a Locally Employed Staff or Family Member (DS-174).
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION IN WRITING BY E-MAIL TO:

HROPrague@state.gov. Please include "Administrative Clerk - Chauffeur" in the subject line.

Or by fax to: 257022811

Or by mail to:

Human Resources Office
American Embassy Prague
Trziste 15
118 01 Prague 1, Czech Republic

CLOSING DATE FOR THIS POSITION: July 31, 2015

The U.S. Mission in the Czech Republic provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.